



BPA VACANCY ANNOUNCEMENT (# 00-439)

U.S. DEPARTMENT OF ENERGY
BONNEVILLE POWER
ADMINISTRATION

**POSITION AND LOCATION:
PUBLIC UTILITIES SPECIALIST, GS-1130-9/11/12, PORTLAND, OR**

OPENING DATE 08/07/00	CLOSING DATE (<i>Close of Business</i>) 08/28/00	ANNUAL PAY RATE GS-09 - \$35,314 - \$45,904 GS-11 - \$42,728 - \$55,546 GS-12 - \$51,209 - \$66,570
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Selections at Bonneville Power Administration (BPA) are based on merit and are accomplished without regard to political, religious, or union affiliation or non-affiliation, marital status, race, color, national origin, sex, sexual orientation, age, or non-disqualifying physical disability; nor will such action be based upon any personal relationship, patronage, or nepotism.

WHO MAY APPLY: Career and Career Conditional Employees of Bonneville Power Administration, Transfers, Reinstatement Eligible, 30% or more Disabled Veterans, Veterans eligible to apply under the Veterans Employment Opportunity Act of 1998, and CTAP/ICTAP eligibles.

POSITION LOCATION: PBL, Bulk Marketing & Transmission Services, Transmission & Reserve Services-PTT

NOTES

The full performance level of this position is GS-12. This position may be filled at the GS-9, GS-11 or GS-12 grade level. You must indicate on your application the grade level for which you are applying. Candidates hired at less than the full performance level may be promoted without further competition when assigned higher level duties and meeting qualification requirements.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

CAREER TRANSITION ASSISTANCE PROGRAM (CTAP)/INTERAGENCY CAREER TRANSITION ASSISTANCE

PROGRAM (ICTAP): Displaced or surplus employees who may be entitled to consideration under CTAP/ICTAP must meet the OPM and BPA requirements for consideration. In order to receive consideration, displaced/surplus employees must apply for consideration. For additional information, please refer to www.opm.gov or to www.bpa.gov. You may also call the point of contact for this position for CTAP/ICTAP information and assistance.

DUTIES AND RESPONSIBILITIES:

Research, analysis and tracking of PBL's business and issues in the deregulated markets, with special emphasis on transactions between BPA and the California Power Exchange (PX) and Independent System Operator (ISO). Assistance with resolution of disputes arising from implementation of various agreements relating to BPA energy transactions with the California PX and ISO. Provides technical and analytical expertise for questions and information related to California PX and ISO energy transactions. In addition, provides training on such transactions. Coordinates interaction between Financial Services, Scheduling, Bulk Power Marketing, Revenue Analysis, Transmission Acquisition and Legal groups with PBL. Provides advise, training, guidance, technical expertise and support to the California PX and ISO functions. Assists with scoping and development of BPA positions on issues with California PX and ISO markets, and provides representation in public forums relative to those positions. Assists with review of PX and ISO Tariffs and development of comments based on BPA position, particularly as it relates to settlements. Provides guidance in implementation of new markets/products for California PX and ISO. Also provides analytical support during development and negotiation of new contractual relations as a scheduling coordinator. Provides technical expertise to PX and ISO staffs on development and implementation of new products or processes related to settlement functions. Leads conceptual and Excel development and maintenance of automation of settlements function for California PX and ISO and other deregulation activities. Assists with integration of new version releases of PX and ISO settlement software. Coordinates work on automation initiatives with all team work groups, including financial management, transmission acquisition, legal, information technology, bulk hub, trading floor and scheduling groups. Researches, analyzes, and coordinates verification of energy transaction data for utility auditing purposes, for special studies, for various PBL publications, and for dissemination to public information offices for use by the news media. Leads in identification of issues or inconsistencies in the settlements process and works toward resolution of discrepancies or inconsistencies to create an effective, efficient settlement process within PBL. Completes special assignments as requested, utilizing expertise in the area of California PX and ISO energy

transactions, utility energy transaction accounting, automation, and interchange scheduling. Leads with resolution of outstanding issues and the review and validation of significant retroactive adjustments.

QUALIFICATION REQUIREMENTS: Applicants must have had a total of 1 year specialized experience that has equipped the applicant with the particular knowledge's, skills and abilities to perform successfully the duties of the position, and that is typically related to the work of this position. Specialized experience is experience in which the applicant has knowledge of the resource needs of the California and NW Utility markets. To be creditable, specialized experience must have been equivalent to the one year at the next lower grade level of the position to be filled.

Note: Applicants who have qualifying experience performed on less than a full-time basis must specify the percentage and length of time spent in performance of such duties.

TIME-IN-GRADE RESTRICTION(s):

Applicants must have served 52 weeks at the next lower grade level in the Federal service.

- For GS-09, 52 weeks at GS-07
- For GS-11, 52 weeks at GS-09
- For GS-12, 52 weeks at GS-11.

BASIS OF RATING: No written test is required. If qualified, ratings will be based on an evaluation of the quality and extent of experience, education, and training in relation to the following knowledge's, skills, and abilities. Applicants must submit narrative responses to the following knowledge's, skills and abilities:

1. Knowledge of energy transactions between BPA and the California PX and ISO.
2. Skill in reviewing and analyzing PX and ISO settlement policies, processes, formulas and BPA accounting processes.
3. Ability to apply settlement and accounting procedures to actual energy transactions and to develop spreadsheets to process settlement data.
4. Skill with computer applications, specifically Access and Excel, and the ability to learn the RODS and other Scheduling Computer systems.
5. Ability to clearly and effectively communicate, orally and in writing, with clients and customers.
6. Skill in building and maintaining positive, constructive working relationships with co-workers resulting in an open, respectful and productive work environment.

APPLICATION INFORMATION:

There is no specific required application form. There is specific information that you are required to submit. For further information on completing your application, please refer to the statement below "Required Information on Resumes."

- Applicants may, at their choice, submit a resume, the Optional Application for Federal Employment (OF 612), a copy of the obsolete Application for Federal Employment (SF 171), or any other written application format.
- All applications must contain sufficient information to determine eligibility for the position.
- **Applicants will not be contacted for missing information. Material received after the closing date will not be accepted.**

HOW TO APPLY:

Submit your application with supplemental information. It must be received with the application. Your application package should include the following:

1. Your resume, or other application, that fully describes your education and experience.
2. Narrative responses to Knowledges, Skills, and Abilities.
3. SF-50, Notification of Personnel Action (if applicable)
4. DD-214, Member 4 (if applicable)

REQUIRED INFORMATION ON RESUMES :

1. Announcement number, title, and grade of the position for which you are applying.
2. Your full name, mailing address, and day and evening telephone number.
3. Your Social Security Number.
4. Country of citizenship.
5. High school attended which includes name of high school, location (city/state), and date of diploma or GED.
6. Work experience (Paid and non-paid experience related to the job for which you are applying. Include job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates, hours worked per week, salary).
7. Indicate if we may contact your current supervisor.
8. A list of other job related training, skills (for example, languages, tools, machinery, typing speed, etc.), certificates and licenses, honor societies, awards, professional membership, publications, leadership activities, performance awards, etc.

FORMS AVAILABILITY: All application materials may be obtained from all Bonneville Power Administration Human Resources offices (5411 NE Highway 99, Plant Services Building, Vancouver, WA, or 905 NE 11th Avenue, Portland, OR), or by calling 360-418-2090. You may also download a copy of this announcement, including all forms from our website at www.bpa.gov

If you have questions, you may call the Staffing Center, 360-418-2090

Do not submit letters of recommendation, copies of awards, training certifications, copies of position descriptions, or published works unless specifically requested above. Applicants should retain a copy of their application as BPA does not return applications or provide copies.

WHERE TO APPLY:

Bonneville Power Administration, ATTN: Personnel Services – CHM-1, PO BOX 3621, Portland, OR 97208-3621.

RECEIPT OF APPLICATION:

Your complete application must be received by the closing date (close of business). You may also submit your application by fax or email.

Applicants will be notified of receipt of their application package.

FAX APPLICATIONS:

Faxed applications should be sent to **360-418-2063**. Applicants are responsible for ensuring that application materials transmit successfully.

EMAIL APPLICATIONS:

Applications should be sent as email attachments to: **bpaapplicants@bpa.gov**. The Announcement Number must be included in the subject line of the email. Required forms may be sent as email attachments, may be faxed, or sent as hard copy. Application materials provided by different means must be cross-referenced so they may be combined at BPA. Applicants who apply by email will receive an email confirmation. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully.

THE BONNEVILLE POWER ADMINISTRATION IS A HARASSMENT FREE WORKPLACE.

www.va.gov	www.bpa.gov	www.usajobs.opm.gov	http://www.opm.gov/qualifications/index.htm
Veterans Administration	Bonneville Power Administration	Office of Personnel Management Jobs	Office of Personnel Management